



## CITY OF STAYTON APPLICATION FOR ANNEXATION

### APPLICATION AND DECISION MAKING PROCEDURES

#### 1. PRE-APPLICATION MEETING

Prior to submittal of an application, a pre-application meeting with City Staff is required. A completed pre-application form and sketch plan drawing need to be submitted at least 14 days in advance of the meeting along with the \$300 pre-application meeting fee. Meetings are held every Tuesday afternoon.

#### 2. APPLICATION FEE

Submission of a completed application form, with a plan and attachments, and payment of the application fees are required before the review process begins. The application and fees shall be submitted to the Planning Department during regular business hours. **The fee for this application is \$1,800, which will include the fee for any other land use applications.** If the cost to the City does not reach the amount of the fee paid, the excess fee will be refunded to the applicant after the file is closed. If during the processing of the application, the costs to the City exceed 75% of the fee paid, the applicant will be required to pay an additional 50% of the fee amount, to assure that there are adequate funds to continue to process the application. **Applications for annexations of more than 3 acres require approval by the voters of the City. The fee is increased by \$4,500 for any application which requires voter approval to cover the City's cost of conducting the election.**

#### 3. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

The City Planner will review the submitted application for completeness and, within 30 days from the date of submittal, determine if the applicant has provided all required information. If the application is incomplete, the City Planner will notify the applicant of the items which need to be submitted. Once the application is deemed complete, the Planner will schedule a hearing before the Stayton Planning Commission. Planning Commission meetings are regularly scheduled for the last Monday of the month. **Applications for Major Annexations must be submitted before September 30 to be scheduled for a May election and before March 31 to be scheduled for a November election.**

#### 4. STAFF REPORT

Once a hearing date is set, the City Planner will prepare a staff report summarizing the applicant's proposal, the decision criteria, comments from other agencies or the public, and address whether the application complies with code requirements or suggest conditions to meet those requirements. A copy of the staff report will be provided to the applicant 7 days prior to the public hearing.

#### 5. PUBLIC HEARING BEFORE THE STAYTON PLANNING COMMISSION

Prior to the public hearing, notice is required to be sent to all property owners within 300 feet of the property **20 days before the hearing**, so the hearing will be scheduled at the first regular meeting following the notice period. The hearing is to give all interested parties an opportunity to comment on the application. The hearing is conducted by the Chairperson in accordance with the Stayton Public Hearing Rules of Procedure. These rules are available at the Planning Department and on the City's web site..

At the conclusion of the hearing and deliberation, the Planning Commission will adopt an order recommending action to the City Council stating the decision criteria, findings of fact, conclusions whether the application meets the applicable standards and the Commission's decision. The Commission may decide to recommend denial, approval, or approval with conditions.

#### 6. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

Annexations must be adopted by ordinance. A second public hearing will be scheduled before the Stayton City Council. A notice is required 10 days prior to the hearing which will be held at the regular Council meeting, which meets the first and third Mondays of every month. Staff reports, Planning Commission findings, and any new information will be presented to Council for consideration. The purpose of the hearing is to receive further public testimony, to review the application and consider the Planning Commission's decision and conditions. Generally, the

Council will make a decision at the conclusion of the hearing process, but may delay the decision for further information or action by the applicant. The Council will then adopt an order either approving or denying the application. Major annexations will be scheduled for approval by referendum at the May or November elections.

**7. APPEALS**

Council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

**8. FOR MORE INFORMATION**

Call or write to City of Stayton Planning Dept., (mailing address) 362 N. Third Avenue, (building address) 311 N. Third Avenue, Stayton, Oregon 97383. (503) 769-2998; email: [dflishman@ci.stayton.or.us](mailto:dflishman@ci.stayton.or.us).

### APPLICATION CHECKLIST FOR ANNEXATION REVIEW

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Section 17.12.210. Please note that this checklist may paraphrase the requirements from the Code. It is the applicant's responsibility to read and understand the requirements of the Code. Review of an application will not begin until a complete application has been submitted. If you have questions, contact the Planning Department.

- Lot and block description or a metes and bounds description, marked Exhibit A.
- Property Owner Authorization: If the applicant is not the owner of the property, the application must include written indication of the applicant's right to file the application. This may be a purchase and sale agreement, an option or other document that gives the applicant some legal interest in the property. If the applicant is to be represented by another individual (planning consultant, engineer, attorney) the application must be accompanied by a notarized statement certifying that the applicant's representative has the authorization of the applicant(s) to file the application.
- A site plan drawn to a scale of 1 inch equals not more than 50 feet, showing:
  - A north point and graphic scale
  - Tax map and tax lot numbers.
  - Boundary lines of the parcel to be annexed and area of the property in acres or square feet.
  - Neighboring streets and roads.
  - Existing uses of the property
- Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 300 feet of the perimeter of the parcel shall be shown on the vicinity map.
- Conceptual Plan: If the application for annexation is not accompanied by a concurrent application for site plan, subdivision, or other land use approval, a conceptual plan of proposed uses of the property.
- Legal Description: A legal description of the property proposed to be annexed, meeting the requirements of ORS 308.225, must accompany the application.

#### BURDEN OF PROOF

This is a quasi-judicial application in which the applicant has the burden of proof. According to law, the applicant must present to the decision maker facts, evidence, analysis, and justification for each and every criteria of SMC 17.12.210.4 in order to carry out that burden of proof. It is important to remember that there is no assumption that the applicant is entitled to this approval. The burden lies with the applicant to prove how the proposal complies with the criteria, not with the City of Stayton.

Stayton Municipal Code Title 17, Land Use and Development, is available online at: [www.staytonoregon.gov](http://www.staytonoregon.gov). Click on the Document Center tab and select Municipal Code.



# CITY OF STAYTON APPLICATION FOR ANNEXATION

PROPERTY OWNER: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANT'S REPRESENTATIVE: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

ENGINEERING

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:

owner  applicant  applicant's representative  planning consultant  engineer

LOCATION:

StreetAddress: \_\_\_\_\_

Assessor's Tax Lot Number and Tax Map Number:

\_\_\_\_\_

Closest Intersecting Streets: \_\_\_\_\_

CURRENT COMPREHENSIVE PLAN DESIGNATION: \_\_\_\_\_

ZONE MAP DESIGNATION PROPOSED WITH ANNEXATION: \_\_\_\_\_

SIGNATURE OF APPLICANT:

\_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

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Application received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Land Use File# \_\_\_\_\_

**QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT**

The Stayton Planning Commission, with assistance from the Planning Department and the Public Works Department will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant presents information to show the application meets the standards and criteria set forth in the Stayton Land Use and Development Code 17.12.210.5. Please provide the following information in full and attach a narrative statement to this application.

- 1. NEED: What is the demonstrated need for this property to be annexed into the City?
- 2. ADEQUATE UTILITIES: How will the proposed annexation obtain or maintain adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve the subject property in accordance with accepted City standards?

All public improvements must meet City of Stayton standard specifications. All design plans must be approved by the City prior to construction. The City will inspect all construction.

a. List public services currently available to the site:

Water Supply: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.

Sanitary Sewer: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.

Storm Sewer: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.

Natural Gas: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.

Telephone:  is (or)  is not available in \_\_\_\_\_ Street.

Cable TV:  is (or)  is not available in \_\_\_\_\_ Street.

Electrical:  is (or)  is not available in \_\_\_\_\_ Street.

b. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the annexation?  yes  no

- 3. Is the subject property contiguous to the city limits?  yes  no
- 4. Is the proposed annexation compatible with the character of the surrounding area and does it comply with the urban growth program and policies of the City?
- 5. How does the proposed annexation comply, or will be made to comply with all applicable provisions of state and local law?
- 6. If the proposed annexation is a contract annexation, does the proposal include the cost of City facility and service extensions as calculated by the Public Works Director?